

North Hampton Heritage Commission
Meeting July 19, 2007
Heritage Commission Conference Room (Old) Town Office

Commissioners Present:
Jenifer Landman, Chair
Jane Curriuan, Vice-Chair
Carolyn Brooks, Treasurer
Penny Kidd, Secretary
Paul Cuetara
Emily Creighton, Selectman

Commissioners Absent:
Jane Palmer, Alternate
Ben King, Alternate

The meeting was called to order at 9:30 a.m.

A. Memberships

The Treasurer, Carolyn Brooks, presented invoices for the National Trust for Historical Preservation (\$50) and New Hampshire Preservation Alliance (\$50). These were approved by the commission, signed off by the Chair, Jenifer Landman, and presented to the Treasurer of North Hampton, Penny Kidd, for payment.

B. Policy and Procedure—Quorum

The Heritage Commission has five members; quorum is three. There are two alternates. It was suggested that a proxy be utilized to meet the quorum requirement in the case of an emergency; however, it was discussed that it would be a disadvantage to members, voting by proxy, not to participate in discussions at the meeting. In addition, conducting business by phone is not permitted, because the public is unavailable to attend. Proxy voting was not acceptable to members.

It was decided that, in the case of an emergency and where there would not be enough time to post a meeting or notable to get a quorum, the policy would be to permit an e-mail to be sent for “informational purposes only” to all members and alternates, so members would have knowledge of the issue being considered. However, no opinions would be solicited via email.

C. Treasurer’s Report

In May, the balance was \$1,825.22. On July 1, another \$1,000.00 should be added to the account by the Town of North Hampton. Therefore, after the expense of memberships (\$100), the presumed balance of the account is \$2,725.22. The \$1,000 goes through the Planning Board. A letter is needed to the Town to assure this allocation has been made and the rollover is made. Monthly reporting should be established from Jan Facella, the Town’s Administrative Assistant.

D. Heritage Commission Room as Venue for Historical Society Display

Jenny Landman met with Priscilla Leavitt and George Chauncey, representing the Historical Society. They discussed a suite of cabinets, for continuity of design, to be used

in the Heritage Room. The Historical Society is to prepare a plan for use of the Heritage Room. The Room might also be available for town committees. Perhaps a Warrant Article could be drafted to assist with financing cabinetry for the Heritage Room. An inventory should be taken of all articles being held for the Town, including its location and a description of the article.

A concern arose as to having the area open to the public and protecting the conference table top. Penny Kidd will obtain estimates on the cost of having a piece of glass cut to fit.

E. Boston Post Cane Cabinet

The Boston Post Cane cabinet, built by Mark Johnson, is kept at Centennial Hall. They are using it and would like a replacement cabinet if the Cane cabinet is returned to the (old) Town Office. The cabinet was possibly "given" to Centennial Hall by Delores Chase, former Town Clerk. There was debate regarding Delores' authority to make this gift to Centennial Hall since it was constructed during the Old Home Day celebrations. This is a matter for the Board of Selectmen. Emily Creighton asked for clarification of ownership of the cabinet and its possible use by the Historical Society to display artifacts in the Heritage Conference Room.

F. Historical Documents in Town Safe

Paul Cuetara lead the discussion and made the following recommendations:

1. Wear cotton gloves when handling the documents
2. If rolled, leave the items rolled; if flat, leave flat.
3. Catalog all items
4. Have selected items appraised (for insurance)
5. Obtain professional advise regarding care of items
6. Several people (3-5) should prepare a catalog

It was agreed that Priscilla Leavitt, who has studied classification of historical documents, would be a valued member of the team. It was the Commission's recommendation that the project would wait until cooler weather and that Priscilla would be asked to organize the project of compiling the catalog.

G. Town Hall Restoration

Emanuel Engineering Inc, 118 Portsmouth Avenue #A20, Stratham, NH 03885, Civil and Structural Consultants, will make an assessment of the steeple repair. Paul Cuetara and Red (Richard Mabey, Town Building Inspector) have the only two copies of the report, which is a working document of the engineering report. The RFP will be out by the second week of August, permitting 60 days to respond.

The front step will be removed. The Town Hall will be restored to its 1880 design. The steeple will be addressed first. Following some debate, the kitchen section will be kept. Handicap access will be in the back of the building with a 20 ft ramp (1 ft for each 1" rise). No work should be done after September 1st; therefore, it will be late spring of 2008 before work can be undertaken. Though \$120,000 is technically available, this fund

must be shared with other Town buildings. A meeting will be held with the Board of Selectmen.

Subcontract restoration of the clock will be partially funded by the Hobbs Trust (\$3,000). The roof should be removed and entirely replaced with plywood. A broad and preliminary estimate of cost is \$100,000 for the steeple and clock and another \$100,000 for the roof.

H. Status of other Projects

Discussion about other projects was delayed until the next meeting.

I. Meeting Date

The next meeting of the Heritage Commission will be August 16th.

J. Meeting Adjourned

Penny made a motion to adjourn the meeting; the motion was seconded by Paul Cuetara. The meeting was adjourned at 10:45am.

Respectfully submitted,

Penny Kidd
Secretary